

Northern Kentucky University
Office of Enrollment & Financial Planning
Office: (859) 572-5345

MEMORANDUM

December 1, 2003

TO: Vice Presidents

FROM: Gerald Hunter

SUBJECT: Proposed 2004-2005 Fees and Service Charges
- Review and Approval Process

It is University policy that all fees and service charges assessed to students, staff, faculty, external groups, and/or the general public by the University are subject to an annual review and approval by the Board of Regents as appropriate. Fees and service charges impact those who pay the fees as well as the University revenue and expenditure budget decision processes. A comprehensive annual review of all fees and service charges is essential to identify the individual and collective effect on University programmatic and operational policies.

All proposals for new and revised fees and service charges (including proposed fee or service charge eliminations) for academic year 2004-2005 are subject to this annual review for potential submission to the Board of Regents at its March 17, 2004 meeting.

It is important that thoughtful administrative review take place and opportunities are provided for review and comment by student, faculty, staff, constituent, and governance groups. Therefore, **all proposals for new and/or revised fees and service charges (including eliminations) must be received in the Office of Enrollment & Financial Planning no later than Tuesday, January 20, 2004.** In order to facilitate the review and approval process, the following documents are attached for your information and use:

1. Fee/Service Charge Approval Request -- This form must be completed and submitted in order for any proposal to be considered. Instructions are included.
2. Authorized Schedules of Fees/Service Charges/2003-2004 Academic Year -- This is the official list of all fees and service charges which have been submitted to and approved by the Board of Regents.

As you know, no fee or service charge is to be instituted by unit administrators prior to approval by the Board of Regents. In the event that an exception exists whereby an emergency or temporary new/revised fee or service charge is occurring that has not been reviewed and approved by the Board of Regents, a Fee/Service Charge Approval Request form must be submitted during this review process. No action is necessary for any current Board approved fee or service charge if the fee or service charge is to continue without any change in amount/rate or its application. [Note: If the Board previously approved a fee to be assessed at a current market rate (such as a premium charge, testing charge, towing charge), a request must be submitted for administrative review which states the anticipated actual charge even though a specific Board action may not be required.]

Also, in addition to the proposal/approval process, you are reminded that unit administrators have continuing responsibilities relative to fee and service charge administration. During the annual budget process the unit administrator projects fee and service charge revenue for the current fiscal year and the new fiscal year. During the year the unit administrator is responsible to monitor the actual revenue being generated on a regular basis. If access to revenue has been granted, the unit administrator is also responsible to periodically submit modifications to the budget increasing or decreasing the budgeted revenue and associated expenditure authority based on projected and/or actual activity. Please refer to the *Operating Policies* document issued by the Office of Enrollment & Financial Planning for further discussion of responsibilities unit administrators may have relative to revenue administration.

Your cooperation and timely response will be appreciated. Please do not hesitate to contact Office of Enrollment & Financial Planning Office staff if you have any questions related to the fee and service charge approval process.

Attachments

pc: James Votruba (memo only)
Elizabeth Bruce
Dana Freer
Marilyn Gosney
Linda Reynolds
Mary Ryan
Teresa Williams